

# REQUEST FOR SECURITY LOCK / KEY

LOCK REQUESTED FOR BUILDING:

ROOM:

KEY REQUESTED FOR BUILDING:

ROOM:

SERIAL NUMBER OF KEY (IF APPLICABLE) (If you are requesting a key for an existing lock, please specify serial number of lock.):

## KEY(S) REQUESTED FOR EMPLOYEES LISTED BELOW

ORGANIZATION CODE	NAME	BUILDING NUMBER	ROOM NUMBER	TELEPHONE NUMBER

JUSTIFICATION FOR SECURITY LOCK/KEY:

SUPERVISOR'S SIGNATURE:

ORG. CODE:

TELEPHONE:

DATE:

KEY COORDINATOR'S SIGNATURE:

ORG. CODE:

TELEPHONE:

DATE:

## PROTECTIVE SERVICES APPROVAL

☐ YES ☐ NO

AUTHORIZING SIGNATURE:

DATE:

NOTES FOR LOCKSMITH (FOR PROTECTIVE SERVICES USE ONLY):

Submit your request for keys through your key coordinator to Protective Services.